



**SOLICITATION NUMBER:** 7200AA22R00003

**ISSUANCE DATE:** October 12, 2021, at 3:00 P.M. Eastern Time

**CLOSING DATE AND TIME:** October 29, 2021, at 3:00 P.M. Eastern Time

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC)  
Surge Infectious Disease Project Manager (GS-13  
equivalent)

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), Bureau for Global Health, Office of Infectious Disease (GH/ID), is seeking offers from qualified U.S. Citizens to provide personal services under a United States Personal Services Contract (USPSC) as an Infectious Disease Project Manager as described in the solicitation. More than one (1) Offeror might be selected from this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a USPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Lesley Stewart  
Contracting Officer, M/OAA/GH

## ATTACHMENT 1

### **I. GENERAL INFORMATION**

1. SOLICITATION NO.: 7200AA22R00003
2. ISSUANCE DATE: October 12, 2021, at 3:00 P.M. Eastern Time
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: October 29, 2021, at 3:00 P.M. Eastern Time
4. POINT OF CONTACT: Kaleb Johnson, Administrative Management Support Program Manager, GH/PDMS, e-mail at [kjohnson@usaid.gov](mailto:kjohnson@usaid.gov)
5. POSITION TITLE: Infectious Disease Project Manager
6. MARKET VALUE: \$103,690 - \$134,798 per year, equivalent to GS-13 (including locality pay). Final compensation will be negotiated within the listed market value.

The position is for a Washington-based USPSC. Offerors who live outside the Washington, D.C., area will be considered for employment, but no relocation expenses will be reimbursed.

7. PERIOD OF PERFORMANCE: One (1) year, estimated to start on/about November 21, 2021.
8. PLACE OF PERFORMANCE: Washington, D.C.
9. ELIGIBLE OFFERORS: U.S. Citizens
10. SECURITY LEVEL REQUIRED: Facility Access
11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract

### **BACKGROUND**

The United States Agency for International Development (USAID)'s Bureau for Global Health (GH) serves as the agency's primary source of technical expertise, leadership, and donor coordination for the health sector, including HIV and AIDS, infectious diseases,

child and maternal health and nutrition, family planning and reproductive health, and health systems strengthening and reform. GH is responsible for advancing field-relevant, state-of-the-art research and the transfer of new technologies and approaches to field programs. Through its staff, programs and country teams, GH provides critical support to USAID missions and field programs in more than 70 countries. The Office of Infectious Disease (ID) within GH is responsible for programs in tuberculosis (TB), Neglected Tropical Diseases (NTDs), malaria under the President's Malaria Initiative (PMI), and Global Health Security (GHS) within the Emerging Threats Division. The work within these programs include providing technical direction, leadership and external engagement on infectious disease issues, working with external partners, and providing technical support to USAID's field missions and programs.

The Bureau for Global Health has nine offices as follows:

The Office of the Assistant Administrator provides oversight of all global health programs, support to the field, research, legislative relations, and external affairs. The Office also houses the Center for Innovation and Impact, which supports breakthrough innovations, applies market-based approaches, and advances efforts in digital health, private sector engagement, and human-centered design in order to maximize the impact of its global health work.

The Office of Country Support provides strategic technical and programmatic assistance for USAID's global health efforts overseas and facilitates communications between field offices and headquarters, including regional bureaus, ensuring a coordinated response to global health priorities across the Agency.

The Office of Health Systems works across the Bureau's global health programs and is responsible for technical leadership and direction in health systems strengthening, enabling countries to address complex health challenges and protect against extreme poverty.

The Office of HIV/AIDS drives the Agency's efforts under the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) in controlling the HIV/AIDS epidemic by providing technical leadership, monitoring impact, ensuring program integrity, and supporting the transition to local partners.

The Office of Infectious Disease operates as the Agency's lead for infectious diseases and manages prevention, mitigation and control programs for tuberculosis (TB), neglected tropical diseases (NTDs), malaria through the U.S. President's Malaria Initiative (PMI), and emerging threats in global health security.

The Office of Maternal and Child Health and Nutrition functions as the Agency's technical and policy lead on maternal and child health, newborn health, immunization,

nutrition, and water, sanitation, and hygiene, and plays a leading role in the Agency goal of preventing child and maternal deaths.

The Office of Policy, Programs, and Planning guides strategic planning, budgeting, programming, and procurement functions, and is integrally involved in providing leadership in resource allocation as well as performance monitoring and evaluation.

The Office of Population and Reproductive Health provides strategic direction as well as technical leadership and support to field programs in population, voluntary family planning, and reproductive health.

The Office of Professional Development and Management Support provides professional staff development to employees as well as personnel, administration, and management functions to maintain the Bureau's workforce and operational efficiency.

## INTRODUCTION

The goal of USAID's GHS Program is to work with partner countries and the global community to build better preparedness for future health threats. The projects address the full spectrum of global health security including strengthening partner country capacity, workforce development, viral surveillance and characterization, risk identification and reduction, increased international support for global health security, outbreak response, and research and development. USAID's GHS Program also implements the Global Health Security Agenda (GHSa) with other USG Departments and Agencies.

## OBJECTIVE

The Infectious Disease Project Manager is a member of the Emerging Threats Division (ETD) within the Office of Infectious Disease. S/he is responsible for providing technical and operational leadership for GHS project activities; serving as a Technical Advisor and Agreement Officer's Representative (AOR) for one or more of the Division's awards; providing assistance to field missions in the area of infectious diseases; representing the Bureau in interagency working groups; serving as a liaison with other USAID Bureaus; and providing technical leadership for GH projects and emerging threats activities.

### 2. Statement of Duties to be Performed

#### *Project Management*

- In cooperation with the Division Chief and Deputy Division Chief, oversee activities as it relates to emerging and endemic zoonotic threats.
- Apply a wide range of methods to routinely monitor, assess, and direct the Division's awards.
- Serve as the Agreement Officer's Representative (AOR) on one or more of the

Division's awards.

- Perform the full range of project management functions consistent with Agency policies and procedures, and in line with the Emerging Threats Division's technical priorities.
- Manage and track project budgets and undertake financial management, as well as monitor project performance, resolving complex issues as they arise.
- Report relevant project data, results, and information to the appropriate authority in an efficient and effective manner.
- Serve as an activity manager or technical advisor on other ETD activities as required.

*Technical and Management Resource*

- Support ETD, USAID Mission Health Officers and Global Health Security Advisors, and the Bureau of Global Health on infectious disease programming, particularly with an emphasis on zoonotic emerging pathogens.
  - Engage regularly with Mission staff on in-country project activities, coordinate with other AORs and Technical Advisors within the Division, and liaise within Global Health and other Bureaus to garner best practices and leverage investments towards the Agency's development mandate.
  - Work closely with the Division leadership and other AOR/CORs in ETD to liaise with the General Counsel, the Office of Acquisition and Assistance, the Program Office and other operational and financial units to further the work of the Division.
  - Support USAID Mission Health Officers and Global Health Security Advisors on all matters related to the GHS portfolio and reporting requirements.
  - Disseminate project direction, policy changes and priorities for the Missions and address issues or concerns expressed by the Missions.
3. Supervisory Relationships: The USPSC will take direction from and report to the ETD Deputy Division Chief (GS-14 equivalent).
  4. Supervisory Controls: The supervisor will provide administrative direction in terms of broadly defined mission and functions. As directed and provided under technical oversight, the USPSC independently plans, designs and carries out projects, studies or other work. Results are considered authoritative and are normally accepted without significant change.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. Education/Experience: Bachelor's degree with significant study in or pertinent to the specialized field, including but not limited to public health, social science and infectious

disease (microbiology, immunology, etc.) plus seven (7) years of progressively responsible experience working in public health and research related to public health.

OR

Master's degree with significant study in or pertinent to the specialized field, including but not limited to public health, social science and infectious disease (microbiology, immunology, etc.) plus five (5) years of progressively responsible experience working in public health and research related to public health.

2. Citizenship: U.S. Citizens
3. Security Clearance: Active Facility Access
4. Medical Clearance: Not required

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with Offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of Offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of Offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. Selection Factors: Selection Factors determine basic eligibility for the position. Offerors who do not meet all of the following selection factors are considered not qualified for the position:
  - a. Offeror is a U.S. Citizen.
  - b. Complete resume submitted. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
  - c. USPSC Offeror form AID 309-2. Offerors are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.
  - d. Ability to obtain and maintain a Facility or Secret level clearance as provided by USAID.
  - e. Must not appear as an excluded party in the System for Award Management (SAM.gov).
  - f. Satisfactory verification of academic credentials.

2. Offeror Rating System: The Offeror Rating System factors are used to determine the competitive ranking of qualified Offerors in comparison to other Offerors. Offerors must demonstrate the rating factors outlined below within their resume, interview, and professional reference checks. The rating factors are as follows:
  - a. Professional Experience (10 points)
    - i. Demonstrated experience operating effectively in public health, social science and infectious disease (microbiology, immunology, etc.) at either the field or headquarters level.
    - ii. Demonstrated ability to work both independently and in a team environment.
  - b. Technical Skills (10 points)
    - i. Demonstrated ability to communicate highly technical information related to human health and emerging health threats to a variety of technical and non-technical audiences.
    - ii. Experience with monitoring and evaluation methodologies, including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource-challenged settings.
  - c. Communication Skills (10 points)
    - i. Demonstrated communication and interpersonal skills.
    - ii. High degree of judgement, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
  - d. Interview Performance (50 points)
  - e. Professional Reference Checks (20 points)

Total Possible Points: 100

3. Basis of Rating: Offerors who meet the education/experience requirements and selection factors will be further evaluated in accordance with the Offeror Rating System. Those Offerors determined to be competitively ranked in Professional Experience, Technical Skills, and Communication Skills may also be evaluated on interview performance and professional reference checks. Offerors are required to address each factor of the Offeror Rating System in their resume, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to each factor. Be sure to include name and the announcement number at the top of each additional page. Failure to address the selection factors and/or Offeror Rating System factors may result in not receiving credit for all pertinent experience, education, training and/or awards. The most qualified Offerors may be interviewed and required to provide a writing sample. GH will

not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for Offerors being considered for selection. References may be obtained independently from other sources in addition to the ones provided by an Offeror. GH reserves the right to select additional Offerors if vacancies become available during the future phase of the selection process.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I.3** and submitted to the Point of Contact in **Section I.4**. Please reference the solicitation number in the subject line of emails.
3. Offeror submissions must clearly reference the solicitation number on all submitted documents.
4. Qualified Offerors must submit a complete resume that includes:
  - a. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week may not be counted towards meeting the solicitation requirements.
  - b. Specific duties performed that fully detail the level and complexity of the work.
  - c. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments. Failure to identify an academic discipline will result in disqualification.
  - d. Names and contact information (phone and email) of current and/or previous supervisor(s).
  - e. U.S. Citizenship.

A resume must contain sufficient information to make a valid determination that an Offeror fully meets the education and experience requirements as stated in this solicitation for each grade level(s). This information must be clearly identified in a resume. Failure to provide information sufficient to determine qualifications for the position may result in loss of full consideration.

5. Offerors can expect to receive a confirmation email when offer materials have been received. Offerors should retain for their records copies of all enclosures which accompany their offers. Additional documents submitted will not be accepted.



Incomplete or late offers will not be considered.

6. By submitting offer materials, Offerors certify that all of the information on and attached to the offer is true, correct, complete, and made in good faith. Offerors agree to allow all information on and attached to the offer to be investigated. False or fraudulent information on or attached to an offer may result in elimination from consideration for this position, or termination after award, and may be punishable by fine or imprisonment.
7. This solicitation in no way obligates USAID to award a personal services contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.
8. All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. Offerors will be disqualified if they either fail to comply with this requirement or if their name appears on the excluded parties list. The selectee will be provided with guidance regarding this registration.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an Offeror is selected for the contract award. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306).
2. Medical History and Examination Form (DS-1843).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Fingerprint Card (FD-258).

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - (a) Employer's FICA Contribution
  - (b) Contribution toward Health & Life Insurance
  - (c) Pay Comparability Adjustment

- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

## 2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

[https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- (a) Temporary Lodging Allowance (Section 120).
- (b) Living Quarters Allowance (Section 130).
- (c) Post Allowance (Section 220).
- (d) Supplemental Post Allowance (Section 230).
- (e) Separate Maintenance Allowance (Section 260).
- (f) Education Allowance (Section 270).
- (g) Education Travel (Section 280).
- (h) Post Differential (Chapter 500).
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay (Section 650).

## VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

## LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. **Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals. AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which AAPDs and CIBs apply to this contract.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

ALL QUALIFIED OFFERORS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.